

Retention and Classification Report

Agency: Governor. Office of Economic Development. Board of Tourism Development (4041)

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Records Officer Diane Wilson

28573 Meeting minutes

AGENCY: Governor. Office of Economic Development. Board of Tourism Development

SERIES: 28573

3

TITLE: Meeting minutes

DATES: 2005-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document meetings held by the agency to discuss policy regarding advertising, social media, and funding for the Office of Tourism. These records provide information about agency strategies and decision-making processes and may include contact information sheets, event calendars, marketing reports, updates from the Utah Tourism Industry Association, agendas, and accompanying materials.

RETENTION:

Retain 15 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 08/20/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

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Development

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(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public